



APPLICATION

NRTP:

NATIONAL

RECREATIONAL

TRAILS PROGRAM

2004 Projects



JANUARY 2004

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INSTRUCTIONS

Introduction

This booklet contains the instructions and blank forms needed to complete an Interagency Committee for Outdoor Recreation (IAC) grant application.

Most of this information may also be submitted on-line using IAC's computerized PProject Information System (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC, Application Submission Address

Interagency Committee for Outdoor Recreation

Natural Resources Building

1111 Washington Street SE

PO Box 40917

Olympia, WA 98504-0917

Phone (360) 902-3000

FAX (360) 902-3026

TDD (360) 902-1996

E-mail info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov/>

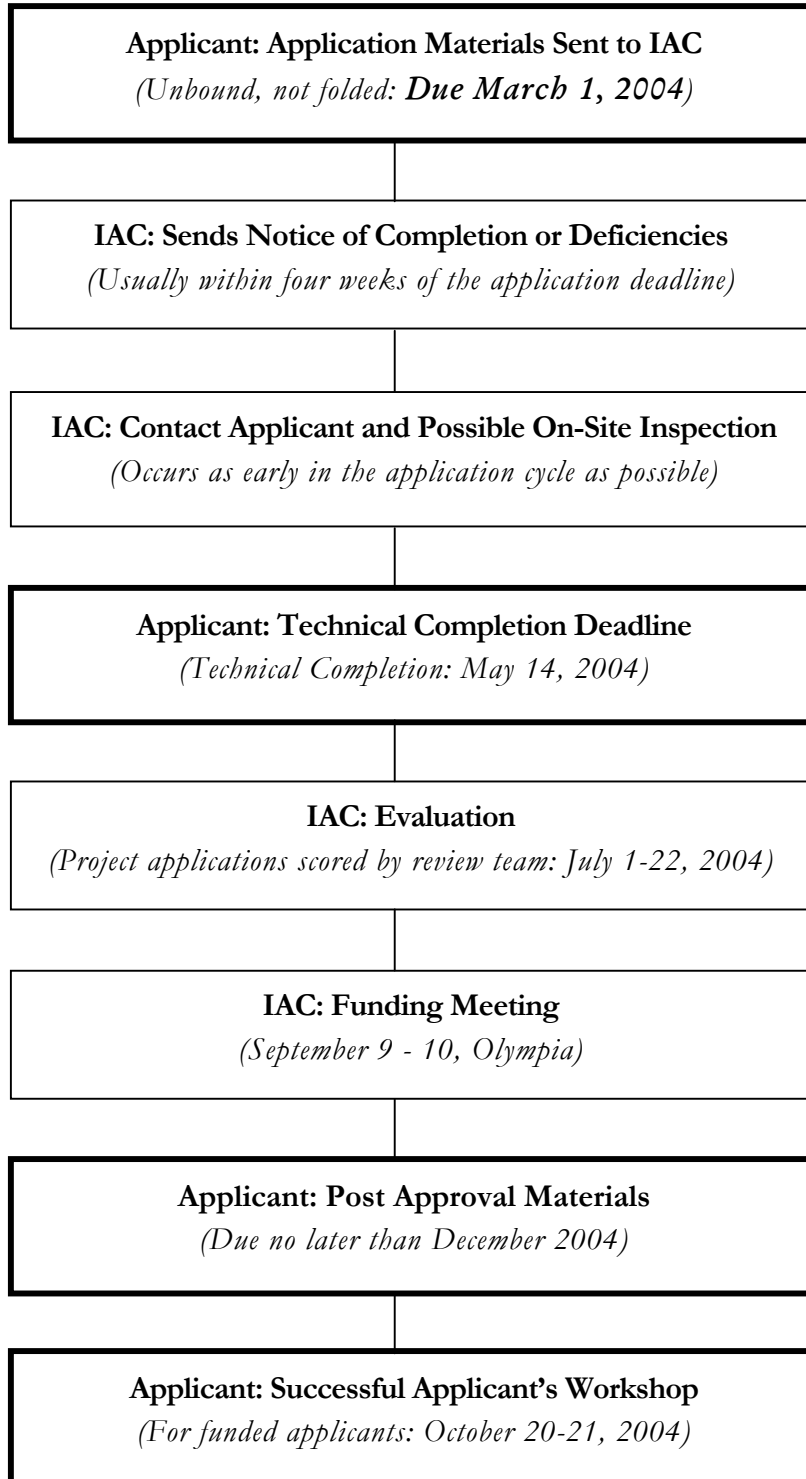
Applicability

Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 8 should help you determine which documents we require.

Related Information

Related information is contained in:

- ▶ *Development Projects: Policies* (Manual 4)
- ▶ *National Recreational Trails* (NRTP – Manual 16).

NRTP: Application Process Flow Chart

- Application Process**
1. ***Send Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, visuals, and evaluation question responses (described below) and mail or hand carry flat/unfolded to IAC (address above). Do not send faxes.

Retain at least one copy of all materials for your records. IAC will return **applications that are illegible or postmarked after the due date.**

If you apply on-line via PRISM, you must input and “submit” the required data by the deadline. Remaining materials (application authorization, maps, plans, and visuals) must be postmarked by the application deadline.
 2. ***Notice of Completion/Deficiencies.*** After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.
 3. ***Applicant Contact and Possible On-Site Inspection.*** As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.
 4. ***Technical Completion Deadline.*** The technical completion deadline is the date by which *all* application material must be complete, in final form, and received by IAC. By this date applicants must have provided IAC with complete Evaluation Packets (page 6).
 5. ***Evaluation.*** The NRTP Advisory Committee reviews and scores all projects submitted for funding. Once this review is complete, committee members come together in an open public meeting to assess the results. Any interested person may attend this meeting, but only evaluation team members and IAC staff may address project issues. The evaluation process results in a ranked list of projects that is used by staff to develop a funding recommendation for IAC’s board.
 6. ***Funding Meeting.*** IAC staff presents the projects to IAC’s board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC’s board makes its funding decision.
 7. ***Certification of Sponsor Match.*** Before final funding approval, IAC sends a letter to applicants who may be funded requesting verification that their matching share is committed and available.
 8. ***Post Approval Materials.*** After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist describing this supplemental material. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC project manager is available to assist if necessary.

Documents must be provided within **90 days** of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed Project Agreements at the Successful Applicant Workshop(s). Post approval materials required in are described in

Appendix B, page 35.

Application Materials

Grant application materials must be submitted (postmarked) to IAC by March 1, 2004. Refer to the checklist on page 8 for further deadline information.

A *complete* grant application consists of:

1. ***The completed blank forms in this booklet.*** We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's PProject Information System (PRISM).
2. ***Maps.*** Applicants must submit separate maps detailing a project's regional and site location *or* one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.
 - a. ***Regional location map*** – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc., so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and national forest maps work well for describing regional locations.
 - b. ***Site location map*** – Shows the specific location of your project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good site location maps.
 - c. ***Service Area Map*** – These maps vary depending on the type of project submitted.
 - ▶ For projects serving **local** populations (such as a neighborhood trail), the service area is often the locale from which approximately 80 percent of the users will come. On your map, mark the service area boundary, identify your worksite, and all existing opportunities of the type and scope in your application (e.g., trails for bicyclists, hikers, or equestrians, etc.).
 - ▶ For projects serving **regional and/or statewide** populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application (e.g., bicycling, hiking, equestrian, trail-bike, snowmobile, etc.) and which are most likely to be used by the same clientele.
3. ***Site Plans and Maps.***
 - a. ***Development Projects.*** *Submit one copy* of the site plan on 8½" x 11" paper.
 - b. ***Education-Maintenance Projects.*** *Submit one copy* of a plan or map that shows the scope of the project and / or trails to be maintained.
4. ***Visuals (optional).*** *Submit* no more than two single sided (or one double sided) 8½ x 11" visuals that help describe your project: photos, drawings, charts,

graphs, etc. IAC staff and evaluators use visuals as an aid in better understanding your proposal.

5. ***Evaluation Question Responses.*** Applicants must submit written responses to the team-scored evaluation criteria in IAC Manual 16, *National Recreational Trails Program: Policies & Project Selection*. At your request, IAC staff will review/critique your written responses to these questions. To obtain this review, submit a written draft to your IAC project manager by April 15, 2004. In all cases, responses must be submitted as follows:
 - ▶ Use white, 8½ x 11 inch paper, with 1-inch margins.
 - ▶ Use a font such as Arial or Times Roman, 12-point size.
 - ▶ On the top of each page print the applicant and project name, and date written.
 - ▶ For each question, and in order, print the question's number, followed by the question/title, and then your answer. Each question must have its own separate answer.
 - a. General Projects (development/redevelopment and maintenance).
 - ▶ Team Scored Evaluation Questions.
 - ▷ Submit no more than three single-sided pages.
 - ▷ *Do not respond to both* questions 3 and 4; rather, pick one—3 applies only to development projects, 4 applies only to maintenance projects.
 - ▶ IAC Staff Scored Evaluation Questions. Do not respond to these questions. They are scored by IAC staff using materials submitted with the application.
 - b. Education Projects (trail programs that promote safety and environmental education). On a maximum of two single-sided (one double sided) pages submit written responses to the criteria found in IAC NRTP Manual 16.
6. ***Resolution – Local Agencies & Nonprofit Organizations.*** To ensure the applicant's governing board supports the project, provide an original or copy of the Authorizing Resolution (page 31, *NRTP Authorizing Resolution*) approving the request for IAC funding assistance.

Evaluation Packets Applicants must submit 17 evaluation packets to IAC by the May 14, 2004, Technical Completion Deadline as follows:

1. Collate, and then separate each packet with colored paper. (Do not staple or otherwise bind.)
2. Each must be on 8 ½ x 11-inch paper.
3. Each must contain only the following items in the order specified:
 - a. Cover page stating applicant name *and* the project name and IAC number
 - b. Regional location map.
 - c. Site location map.
 - d. Service area map.

- e. Plans / maps as follows–
 - ▶ Development Projects – site plan map.
 - ▶ Education-Maintenance Projects –area map or plan.
- f. Visuals: a maximum of two single sided (or one double sided) 8½ x 11” pages.
- g. Written evaluation question responses – team scored questions only.

For each project, IAC staff will provide evaluators with the latest Project Summary, Cost Estimate, and Evaluation Packet.

**Matching and
Donated Resources**

Project sponsors must match at least 20 percent[†] of the grant award by contributing resources to the project. Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC’s policies regarding valuation of donations and corrections labor are in Appendix A, page 32.

[†] See NRTP policy Manual 16 for potential exceptions.

National Recreational Trails Program Application Checklist						
	✓	Item	Page	Development	Maintenance & Education	Due
		Application Authorization Memo (Original signature required; form may be printed from PRISM)	Page 10	✓	✓	3/1
P R I S M		1-General Application Information	Page 11	✓	✓	3/1
		2-Sponsor / Organization Information	Page 11	✓	✓	3/1
		3-Project Contact	Page 12	✓	✓	3/1
		4-Description of Project	Page 12	✓	✓	3/1
		5-Funding Request	Page 13	✓	✓	3/1
		6a-Dev. Cost Estimates—General b-Dev. Cost Estimates--Education	Page 14 Page 19	✓	–	3/1
		7a-Education-Maintenance Cost Estimates-General b-Education-Maintenance Cost Estimates-Education	Page 20 Page 22	–	✓	3/1
		8a-b-c Application Questionnaire	Page 24	✓	✓	3/1
		9-Location Information	Page 27	✓	✓	3/1
		10-Permits Required	Page 28	✓	✓	3/1
		11a-b-c-d-NRTP Information	Page 29	✓	✓	3/1
		12-Authorizing Resolution (Local agencies and nonprofit orgs.)	Page 31	✓	✓	5/14
		Maps (location and service area) Applicant Creates	Page 4	✓	✓	3/1
		Plans (site plans and maps) Applicant Creates	Page 4	✓	✓	3/1
		Visuals Applicant Creates	Page 4	Optional	Optional	3/1
E V A L		Evaluation Packets Applicant Creates	Page 6	✓	✓	5/14

Application Forms

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
PO Box 40917
Olympia, Washington 98504-0917

FROM: _____
(Name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., become the property of IAC and may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list
if necessary) _____

Project Contact Person:

Name: _____
Title: _____
Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(Signature) (Date)

1. General Application Information

Project Name

Program ☐ NRTP—General

☐ NRTP—Education

Project
Type
(check one) ☐ Development
 ☐ Maintenance

☐ Development
☐ Education

2. Applicant / Organization Information

Complete one for each applicant.

Organization Name

Organization Type (check one)

☐ City/Town ☐ Engineering / Public Works ☐ Law Enforcement ☐ Open Space ☐ Port District
☐ Conservation District ☐ Federal Agency ☐ Native Am Tribe ☐ Parks Department ☐ Public Utility District
☐ County ☐ K-12 Education ☐ Nonprofit Org ☐ Park District ☐ State Agency

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email Address

Website

3. Project Contact

Complete one for each contact.

Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	First Name	Last Name
Title			
Contact Type (all projects require a "Project Manager" contact)			
<input type="checkbox"/> Project Manager	<input type="checkbox"/> Billing	<input type="checkbox"/> Land Specialist	
<input type="checkbox"/> Alternate Project Manager	<input type="checkbox"/> Consultant	<input type="checkbox"/> Planner	
<input type="checkbox"/> Agreement	<input type="checkbox"/> Engineer/Architect		
Contact Mailing Address			
Address			
City/Town			
State, Zip			
Work Phone			
FAX			
Other Phone			
Email Address			

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. It is very important to be clear, concise and thorough. State your project's objectives and anticipated results/benefits, including the recreationists that will benefit (hiker, equestrian, motorcyclist, etc.). Additional information may include: partnerships groups and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ (A)

Sponsor Match (the minimum NRTP match is 20 percent.)

Appropriation/Cash	\$ _____
Bonds - Council	\$ _____
Bonds - Voter	\$ _____
Cash Donations	\$ _____
Conservation Futures	\$ _____
Donated Equipment	\$ _____
Donated Labor	\$ _____
Donated Land	\$ _____
Donated Materials	\$ _____
Donated Property Interest	\$ _____
Federal Grant	\$ _____
Force Acct - Equipment	\$ _____
Force Acct - Labor	\$ _____
Force Acct - Materials	\$ _____
Grant - Other	\$ _____
Levy – Voter Approved	\$ _____
Local Improvement Dist (LID)	\$ _____
State Grant	\$ _____

B. Total for Sponsor \$ _____ (B)

C. IAC Funding Request (grant requested) \$ _____ (C)

General NRTP minimum- \$5,000
maximum- \$50,000
Education NRTP minimum- \$5,000
maximum- \$10,000

- **A = B + C.** Total Project Cost is the grant request plus the sponsor match.
- "A" *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the applicable Cost Estimate on the following pages.

6a. NRTP: Development Cost Estimates—GeneralComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Building & Structures					
Building & structures - other	Lump sum			Describe	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Campsites - electric	Each			Optional	
Campsites - electric/water	Each			Optional	
Campsites - electric/water/sewer	Each			Optional	
Campsites - sewer	Each			Optional	
Campsites - water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	
Group camp	Each			Capacity	
Capital Outlay					
Brush cutter	Each			Describe	
Capital outlay - other	Lump sum			Describe	
Chain saw	Each			Describe	
Power wheel barrow	Each			Describe	
Tractor	Each			Describe	
Trail builder	Each			Describe	
Equestrian Facilities					
Corrals	Each			Size	
Highlines	Each			Optional	
Hitching posts	Each			Length	
Horse facilities - other	Lump sum			Describe	
Loading/Unloading ramps	Each			Width	
Water trough	Each			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	

6a. NRTP: Development Cost Estimates—General

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Landscaping - other	Lump sum			Describe	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Park amenities - other	Lump sum			Describe	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Grills	Each			Optional	
Park furniture - other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads - concrete	Each			Size	
Picnic pads - pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables - covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	

6a. NRTP: Development Cost Estimates—GeneralComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Vault	Each			Sq Ft	
Roads					
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - bridges	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Fishing shelter	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	

6a. NRTP: Development Cost Estimates—General

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	

6a. NRTP: Development Cost Estimates—GeneralComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	

6a. NRTP: Development Cost Estimates—General

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Water Access Facilities					
Fish cleaning station	Each			Optional	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	
Pilings - wood	Each			Optional	
Ramp - hand carry launch	Lump sum			Length/width	
Water access facilities - other	Lump sum			Describe	
Sales Tax					
Column Sub-Totals					
Sales Tax					
Architecture & Engineering (20% limit)					
TOTAL COSTS					

6b. NRTP: Development Cost Estimates—Education

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Shelters					
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Signing					
Interpretive display	Lump sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Sub-Total					
Sales Tax					
Architecture & Engineering (20% limit)					
TOTAL COSTS					

7a. NRTP: Maintenance Cost Estimates--GeneralComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Capital Outlay					
ATV	Each			Describe	
Brush cutter	Each			Describe	
Capital outlay - other	Lump sum			Describe	
Chain saw	Each			Describe	
Lawn mower	Each			Describe	
Motorcycle	Each			Describe	
Power wheel barrow	Each			Describe	
Snow groomer	Each			Describe	
Snowmobile	Each			Describe	
Tractor	Each			Describe	
Trail builder	Each			Describe	
Trailer	Each			Describe	
Communications					
Advertising	Lump sum			Optional	
Communications - other	Lump sum			Optional	
Postage	Lump sum			Optional	
Printing, binding, copying	Lump sum			Optional	
Telephone	Lump sum			Optional	
Insurance					
General insurance	Lump sum			To/From	
Insurance - other	Lump sum			Describe	
Liability insurance	Lump sum			To/From	
Professional Services					
Grooming	Lump sum			Describe	
Repairs & maintenance	Lump sum			Optional	
Rentals & Leases					
Equipment rental	Lump sum			Optional	
Meeting rooms	Lump sum			Optional	
Rentals & leases - other	Lump sum			Describe	
Storage	Lump sum			Optional	
Vehicle lease	Lump sum			Optional	
Salaries & Benefits					
Salary and benefits - 1	Hours			Title	
Salary and benefits - 2	Hours			Title	
Salary and benefits - 3	Hours			Title	
Salary and benefits - 4	Hours			Title	
Salary and benefits - 5	Hours			Title	
Salary and benefits - 1	Lump sum			Describe	
Salary and benefits - 2	Lump sum			Describe	
Supplies					
Forms, maps, stationery	Lump sum			Optional	
General supplies	Lump sum			Optional	
Publications	Lump sum			Optional	
Small tools and minor equipment	Lump sum			Optional	
Stakes and flagging	Lump sum			Optional	
Supplies - other	Lump sum			Describe	

7a. NRTP: Maintenance Cost Estimates--General Complete only elements/items that apply to your project. <i>Use only whole dollar amounts.</i>					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Transportation/Travel					
Fuel	Gallons			Optional	
Mileage	Rate			Miles	
Per diem	Each			Optional	
Transportation/travel - other	Lump sum			Describe	
Vehicle use	Rate/month			Optional	
Utilities					
Utilities - other	Lump sum			Describe	
Utility Service					
Utility service - other	Lump sum			Optional	
Water, gas, sewer, electric, etc	Lump sum			Optional	
	Sub-Total				
	Sales Tax				
	TOTAL COSTS				

7b. NRTP: Education Cost Estimates—EducationComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Capital Outlay					
Camera	Each			Describe	
Capital outlay – other	Lump sum			Describe	
Computer equipment	Each			Describe	
Data viewer	Each			Describe	
Decibel meter	Each			Describe	
Portable display unit	Each			Describe	
Screen	Each			Describe	
Slide projector	Each			Describe	
Video equipment	Each			Describe	
Communications					
Advertising	Lump sum			Optional	
Communications - other	Lump sum			Optional	
Postage	Lump sum			Optional	
Printing, binding, copying	Lump sum			Optional	
Telephone	Lump sum			Optional	
Professional Services					
Consultant(s)	Lump sum			Optional	
Professional services - other	Lump sum			Optional	
Rentals & Leases					
Equipment rental	Lump sum			Optional	
Meeting rooms	Lump sum			Optional	
Rentals & leases - other	Lump sum			Describe	
Salaries & Benefits					
Salary and benefits - 1	Hours			Title	
Salary and benefits - 2	Hours			Title	
Salary and benefits - 3	Hours			Title	
Salary and benefits - 4	Hours			Title	
Salary and benefits - 5	Hours			Title	
Signing					
Boundary signs	Each			Optional	
Miscellaneous signs	Lump sum			Optional	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Supplies					
Computer software	Lump sum			Describe	
Forms, maps, stationery	Lump sum			Optional	
General supplies	Lump sum			Optional	
Publications	Lump sum			Optional	
Supplies - other	Lump sum			Describe	

7b. NRTP: Education Cost Estimates—Education Complete only elements/items that apply to your project. <i>Use only whole dollar amounts.</i>					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Transportation/Travel					
Fuel	Gallons			Optional	
Mileage	Rate			Miles	
Per diem	Each			Optional	
Transportation/travel - other	Lump sum			Describe	
Vehicle use	Rate/month			Optional	
Sub-Total					
Sales Tax					
TOTAL COSTS					

8a. NRTP: Application Questions**Applicants With Maintenance & Development *Projects Must Answer The Following Questions***

Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

What type of landowner currently holds title to the property: Federal, Local, Private, State, Tribal?

Does the applicant have title to the site? If yes, explain:

Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

Is the work site(s) on a stream and/or other water body? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.

What are the geographic coordinates of the work site(s) [*in degrees, minutes and seconds*]. Describe where and how they were taken. If you do not have them, you may leave this question blank.

What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable?

In the next 10 years, is there a chance that the subject property will sustain significant planned land disturbance as a result of human activity (such as a timber harvesting operation)? If yes, explain:

Does this application contain state, federal or other grants as part of the "sponsor match"?
If "yes," name the grant(s) and the date the grant will be available.

Have you considered using youth crews or other natural resource program for this project?

GOVERNMENT AGENCY APPLICANTS ONLY: Does this application contain elements required as part of a mitigation plan?
If yes, explain:

Does the project request include replacement cost associated with equipment?
For example: paying funds into an equipment replacement account. If yes, describe:

Is the project located within a highway right-of-way? If yes, what highway:

Does this project require an environmental review such as NEPA, SEPA, etc.?
If yes, when will the environmental review and the public comment/appeal period be completed?

8b. NRTP: Application Questions
NONPROFIT ORGANIZATION Applicants Must Answer These Questions

Is your organization registered as a non-profit with the Washington Secretary of State?
If so, what is your Unified Business Identifier (UBI) number?

How long has your organization been involved in the activity for which you are applying?

What date was your organization created?

8c. NRTP: Application Questions
Only Applicants With EDUCATION Category Projects Answer These Questions
(includes production of brochures, videos, and simple signs).

Who will be responsible for administration, design, and/or implementation of this project
(i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

Is the worksite(s) (the place where the educational material will be used) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

In what county(s) is the work site(s) located? In what city, if applicable?

Does this application contain state, federal or other grants as part of the "sponsor match"?
If "yes," name the grant(s) and date grant will be available.

9. Location Information

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

10. Permits Required (Check the appropriate boxes to indicate required and/or anticipated permits.)	
Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge Fill Permit (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Local or State Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling Permit (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or on the Internet at
www.ecy.wa.gov/programs/sea/pac/index.html.**

11. NRTP Information

11a. Use Type

If your project is one of the following, complete this section:

- General (development or maintenance) or
- Education (developments only).

Under "Use," check each activity your project will serve. The "Primary Management Objective" column applies only to development and maintenance projects. PMO is defined in the NRTP program manual and generally means the main type of use for which a facility is managed. Not all projects have a PMO. A facility's PMO must be communicated to facility users; it does not necessarily mean that uses not targeted in the PMO are prohibited.

Use Type	Use ✓ if Yes	Primary Mgmt. Objectives ✓ if Yes
4 X 4		
ATV		
Hiker		
Horse		
In-Line Skating		
Motorcycle		
Mountain Bike		
Other Nonmotor		
Snowmobile		
Urban Nonmotor		
Water Trail		
X-Country Ski		

11b. NRTP Facility / Trail

If your project is one of the following, complete this section:

- General (development or maintenance) or
- Education (developments only).

Enter any trail-related acres and/or miles to be funded.

Project Type - Item	Facility Acres	Trail Miles
General – development		
Survey, Design, Planning		
Development / Renovation		
General – maintenance		
Maintenance		
Education - development		
Survey, Design, Planning		
Development / Renovation		

11c. NRTP Project Categories All NRTP Applicants Must Complete This Section	
Check One Only. Refer to IAC Manual 16, <i>National Recreational Trails Program</i> ("40-40-30 Requirements" and "Motorized Use") for more information.	✓ (check one)
Compatible (Motorized and Nonmotorized) Use (for example, cross-country ski and snowmobile)	
Motorized Multiple Use (for example, four-wheel drive, motorcycle, and all-terrain vehicle)	
Motorized Single Use (for example, motorcycle only)	
Nonmotorized Multiple Use (for example, hiker and equestrian, or hiker and snowshoe)	
Nonmotorized Single Use (for example, hiker or water craft only)	

11d. Duration: Maintenance & Education Projects Applicants Submitting Maintenance or Education Projects Must Answer This Question		
	One Year (✓)	Two Years (✓)
Is the funding request for this project for one or two consecutive years?		

12. NRTP: Authorizing Resolution

Local Agencies and Nonprofit Organizations–You may reproduce on your own paper; text may not change.

Organization Name _____ Resolution No. _____

Project Name(s) _____

A resolution authorizing application(s) for funding assistance for a National Recreational Trails Program (NRTP) project to the Interagency Committee for Outdoor Recreation (IAC) as provided in the Transportation Equity Act for the 21st Century [Sec. 1112. Recreational Trails Program (RTP); (a) In General.–Chapter 2 of title 23, United States Code, sec. 206. RTP, (d) State Responsibilities (Appendix 1)].

WHEREAS, under the provisions of NRTP, state funding assistance is requested to aid in financing the cost of a facility development; maintenance, or educational project; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [MAYOR, DIRECTOR, PRESIDENT, ETC] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from _____

_____ [SPONSOR MATCHING RESOURCES];
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [*if applicable*]
5. We acknowledge that any facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and IAC (generally, IAC approves removing facilities from the perpetuity requirement when the facilities have reached their designed life expectancy, or because of extraordinary vandalism, acts of nature, fire, etc.) [*if applicable*];
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location: _____

Signed and approved by the following authorized representative:

Signed: _____

Title: _____ Date: _____

Attest: _____

Approved as to form: _____

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for billing purposes.
- ▶ Except for cash, all donations must be in one of the following categories.
- ▶ Portions of a donation *not* used as a match may *not* be carried over to another project.

Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate—hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed the State of Washington’s mileage reimbursement rate. This rate is periodically reviewed and adjusted by IAC staff.
8. Livestock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune ups, and lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$11.00.
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting www.iac.wa.gov/resourcelinks.
5. Unclassified. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization work station, whichever is closer to the work site.
7. Travel Time. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

- Donated Materials**
1. Definition—Materials provided to the project applicant for no cost.
 2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker (inmate) is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.

Appendix B: Post Approval Materials

As described on page 3, after approval of funding, successful applicants must provide additional information. IAC sends a letter and checklist describing the supplemental material, although documents must be provided within **90 days** of IAC funding approval, applicants should provide the information as soon as possible so IAC can distribute Project Agreements at the Successful Applicant Workshop(s). The following table describes required materials:

Required Materials

Item	Project Type	Development	Education/Maintenance
a. Milestones		•	•
b. Control & Tenure		•	-
c. Landowner Approval Form		◦	◦
d. Environmental Clearance		•	-
e. Articles of Incorporation		• Nonprofit applicants only	• Nonprofit applicants only

• = Required

◦ = May be required (ask your IAC project manager)

- a. ***Milestones:*** All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants before the funding meeting.
- b. ***Control and Tenure Documents:*** To protect the IAC capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement. Before executing a Project Agreement, the applicant must provide IAC with:
 - ▶ Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:
 - ▷ Legal description
 - ▷ Deed restrictions
 - ▷ Documentation of current owner
 - ▷ Easements.

Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance.
 - ▶ Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the sponsor*. Under this option:
 - ▷ The lease, easement, or use agreement must extend for at least 25

years from the date of IAC project approval.

- ▷ The lease, easement, or use agreement may not be revocable at will.
- ▷ The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.

c. ***Landowner Approval Certification:*** Nonprofit organizations must show that the landowner is aware of and supports the project. As appropriate, submit the form in Appendix C, page 37 (Development Projects) or Appendix D, page 38 (Maintenance Projects). A separate form must be provided for each landowner.

d. ***Environmental Compliance:*** Provide documents that show the required environmental clearance has been completed. In most cases, this means the requirements of NEPA (National Environmental Protection Act) and/or SEPA (State Environmental Protection Act) have been completed and the public comment/appeal period has expired. Completion of NEPA requirements applies to all development projects, including those involving:

- ▷ Construction/reconstruction
- ▷ An adverse effect finding from the State Office of Archeology and Historic Preservation
- ▷ Environmental permits
- ▷ New bridge construction
- ▷ Endangered species
- ▷ Hazardous materials
- ▷ Air quality conformity impacts.

Some development projects are excluded from a full NEPA review. For further information, contact your IAC project manager for a copy of the *NRTP NEPA Categorical Exclusion Form*.

e. ***Articles of Incorporation & Bylaws:*** If not previously submitted to IAC, nonprofit organization sponsors must provide a copy of their articles of incorporation and bylaws.

9. ***Successful Applicant Workshops.*** After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:

- a. Describes procedures for funded projects.
- b. Explains information included in the Project Agreement.
- c. Discusses reimbursement procedures.
- d. Distributes Project Agreements to applicants that have completed all post approval requirements.
- e. Addresses other pertinent issues.

Appendix C: Landowner Approval
For Nonprofit Organizations With Development Projects
On Land To Which They Do Not Hold Title

To: Interagency Committee for Outdoor Recreation (IAC)
PO Box 40917
Olympia, Washington 98504-0917

From: Nonprofit Organization _____
Contact Person's Name _____
Telephone Number _____
Project Name & Number _____

Landowner Statement

This section must be completed by the owner of the property to be developed.

Please check the appropriate box. If "Other" is checked, explain below or on a separate page.

<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Other</i>
------------	-----------	------------	--------------

I am the landowner for property included in this project.

I have reviewed the funded Project Summary (attached) and it meets with my approval.

I agree to allow public use of facilities that result from this project without regard to age, disability, gender, income, race, or religion.

Unless modified in writing by IAC, I agree that for a minimum of 25 years from IAC's final reimbursement, facilities included in this project may not be converted to uses other than those for which IAC project funding was originally provided.

Comments:

Organization:

Landowner/Representative:

(PRINT NAME)

(SIGNATURE)

(DATE)

Title:

Phone:

Note: *If not already provided, attach a copy of the lease or use agreement between the nonprofit organization and the landowner.*

Appendix D: Landowner Approval For Nonprofit Organizations With <u>Maintenance</u> Projects On Land To Which They Do Not Hold Title					
To:	Interagency Committee for Outdoor Recreation (IAC) PO Box 40917 Olympia, Washington 98504-0917				
From:	Nonprofit Organization _____				
	Contact Person's Name _____				
	Telephone Number _____				
	Project Name & Number _____				
Landowner Statement <i>This section must be completed by the owner of the property to be maintained.</i>					
<i>Please check the appropriate box. If "Other" is checked, explain below or on a separate page.</i>		<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Other</i>
I am the landowner for property included in this project.					
I have reviewed the funded <i>Project Summary</i> (attached) and it meets with my approval.					
I agree to allow appropriate public access or use of areas maintained throughout the project period, without regard to age, disability, gender, income, race, or religion.					
Comments:					
Organization:					
Landowner/Representative:					
(PRINT NAME)					
(SIGNATURE)				(DATE)	
Title:			Phone:		